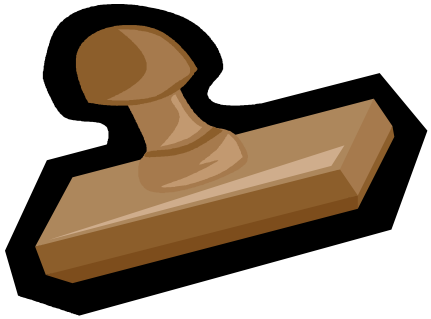
Welcome to the Fort Carson CPAC New Employee In Processing Congratulations on your NEW JOB



Overview of Agenda

- **CPAC (In-processing)**
- **Civilian Pay**
- **Freedom of Information Act (FOIA)**
- **Equal Employment Opportunity (EEO)**
- **Employee Assistance Program (EAP/Suicide Prevention)**
- **Safety Awareness**
- **Union**
- **CPAC (HR Elements)**

CPAC Agenda

- **Oath of Office**
- **Life Insurance**
- **Health Benefits**
- **Dental and Vision**
- **Long Term Care Ins.**
- **Flexible Spending Acct**
- **Thrift Savings Plan (TSP)**
- **Employee Benefits Info System (EBIS)**
- **Interactive Voice Response System (IVRS)**
- **Beneficiary Forms**

OATH OF OFFICE

I, _____ do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God.

In Processing/Orientation

- **The following presentation presents very basic benefits information for employees**
- **It is not intended to be an all-inclusive or detailed tutorial**
- **Some websites will require a CAC (Common Access Card)**

CAC & Decal

- **CAC Bldg # 1039 -allow 5-7 days for personnel action to process**

  Call: 524-3704, 524-1103 or 526-4252
- **Ask: “Am I in the DEER’s system as a Fort Carson Civilian Employee?”**
- **Vehicle Decal Bldg # 6012, Gate 1, 0830 -1630 M-F please call 524-1896**
- **Create an AKO Account (Contact your Information Management Officer)**

Federal Employees Group Life Insurance (FEGLI)

- **Automatically covered under basic plan unless coverage is waived**
- **To waive basic and for more information: www.abc.army.mil**
- **Basic = base pay rounded off plus an additional $2,000**
- **60 days from date of appointment to elect additional life insurance (Type A, B & C)**
- **Calculator at www.opm.gov**

Federal Employees Health Benefits (FEHB)

- **Coverage is NOT automatic**
- **Enrollment www.abc.army.mil**
- **Research the plans at www.opm.gov**
- **60 days to enroll from the date of appointment**
- **Effective the 1st day of the following pay period after enrollment**
- **Open Season (Nov -Dec)**
- **Life Changes**

Dental and Vision Benefits (FEDVIP)

- **Enrollment : www.benefeds.com**
- **60 days from date of hire to enroll in FEDVIP**
- **Must be FEHB eligible**
- **Effective the 1st day of the following pay period after enrollment**
- **Premiums are pre-tax basis**
- **Transfer from another agency:** BENEFEDS Customer Service at 1-877-888-FEDS (1-877-888-3337), TTY 1-877-889-5680

Long Term Care Insurance (LTCI)

- **Enrollment: www.ltcfeds.com**
- **60 days from date of hire - abbreviated underwriting application is used.**
- **If you apply after the first 60 days, you must use the full underwriting application.**

To make election or for further information call: 877-LTCFEDS

Flexible Spending Account (FSA)

- **Enrollment: https://www.fsafeds.com**
- **60 days from start date or by October 1 (whichever comes first)**
- **Pre-tax dollars to pay for certain health care expenses not paid by FEHB or other insurance**

Thrift Savings Plan (TSP)

TSP is a retirement savings and investment plan

- **Provides a retirement income**
- **Offers the same type of savings and tax benefits that many private corporations offer their employees under "401(k)" plans**
- **1% Agency Contribution**

- **Matching: Dollar to Dollar up to 3%**
  50% on the next 2%
- **Maximum IRS limit is $16,500**

- **Automatic enrollment** — Beginning August 1, all newly hired Federal civilian employees will be automatically enrolled in the TSP and contributing at a rate of 3% of basic pay, unless they elect to terminate their contributions or change their contribution amount.

Thrift Savings Plan (TSP)

- **If you wish to participate**
  - **Enrollment at www.abc.army.mil**
  - **Elect dollar amount or percentage**

- **Allocate Funds at www.tsp.gov**

ABC-C Automated Systems

Employee Benefits Information System (EBIS)

- Secured Web based application
  https://www.abc.army.mil
- Available 24 hours a day
- Create and process electronic benefit elections
- Requires use of AKO username and password or Common Access Card (CAC) authentication
- Requires use of SSN and PIN
- Allows you to print pending benefits transactions

ABC-C Web Site - Windows Internet Explorer

https://www.abc.army.mil/

File Edit View Favorites Tools Help

ABC-C Web Site

ARMY BENEFITS CENTER-CIVILIAN

The ABC-C

Search

Home | Site Map | Contact Us

Benefit Topics

- Court Ordered Benefits
- Forms
- Health Insurance
- Life Insurance
- Open Seasons
- Retirement
- TSP
- Uniformed Services

What's Hot!

- I want to retire!
- Help, I am a new employee!
- How do I make a deposit/redeposit?
- How do I change my beneficiary?
- Leave Without Pay (LWOP)

Announcements

- The ABC-C will close at 1245 CT on Thursday, 19 March 2009. Benefits counselors will not be available during this time. Normal business operations will resume on Friday, 20 March 2009 at 0600 CT.
- The Thrift Savings Plan (TSP) amounts for 2009 have been published. The maximum contribution amount for regular TSP is $16,500; and $5,500 for TSP Catch-Up. Click here for the charts to assist you in planning your regular and Catch-Up TSP contributions to reach the maximum for 2009.
- The ABC-C has a new mailing address: **Army Benefits Center - Civilian, 303 Marshall Avenue, Fort Riley, KS 66442-5004**

Newsletters

- ABC-C Newsletter - December 08
- Archived Newsletters

HR Professionals

- CPAC/HR Representative Information
- Death Reporting

If you are accessing the Employee Benefits Information System (EBIS) website through the Army network, you will need your SSN and 6-digit ABC-C PIN. If you are accessing the EBIS website via the ABC-C homepage, you will first need to authenticate with your Army Knowledge On-Line (AKO) userid and password and then will need your SSN and

How Do I Access the ABC-C?

Employee Benefits Information System (EBIS)

IVRS Automated Telephone System

IVRS Menu Chart

Useful Links

- Army Knowledge Online (AKO)
- CPOL Employee Portal (Army Portal)
- Federal Employees Dental and Vision Insurance Program (FEDVIP)
- Federal Employees Flexible Spending Account (FSAFEDS)
- Field Advisory Services (FAS)
- Long Term Care Insurance (LTCI)
- myPay
- Office of Personnel Management (OPM)
- Social Security Administration (SSA)
- Thrift Savings Plan (TSP)

Done | Trusted sites | 100%

Start | Inbox - Microsoft Outlook | New Employee Orientati... | Microsoft PowerPoint - [... | ABC-C Web Site - Win... | 7:19 AM

SiteMinder Password Services - Windows Internet Explorer

https://www.ebis.army.mil/login/login.fcc?TYPE=33554433&REALMOID=06-00034ad3-7fbb-1489-b1a1-832f882f304d&GUID=&SMAUTHREASON=0&MET

File Edit View Favorites Tools Help

Favorites | All recipes – complete resou... | Garmin Garage | Pandora Radio - Listen to Fr... | The Cookbook of the 50+ F... | CHBC Homepage

SiteMinder Password Services

ARMY BENEFITS CENTER-CIVILIAN (ABC-C)
303 MARSHALL AVENUE
FORT RILEY, KS 66442-5004
(877) 276-9287

Home | Site Map | Contact Us

First Name.Last Name

Employee Login
(with an AKO Account)

AKO Username:

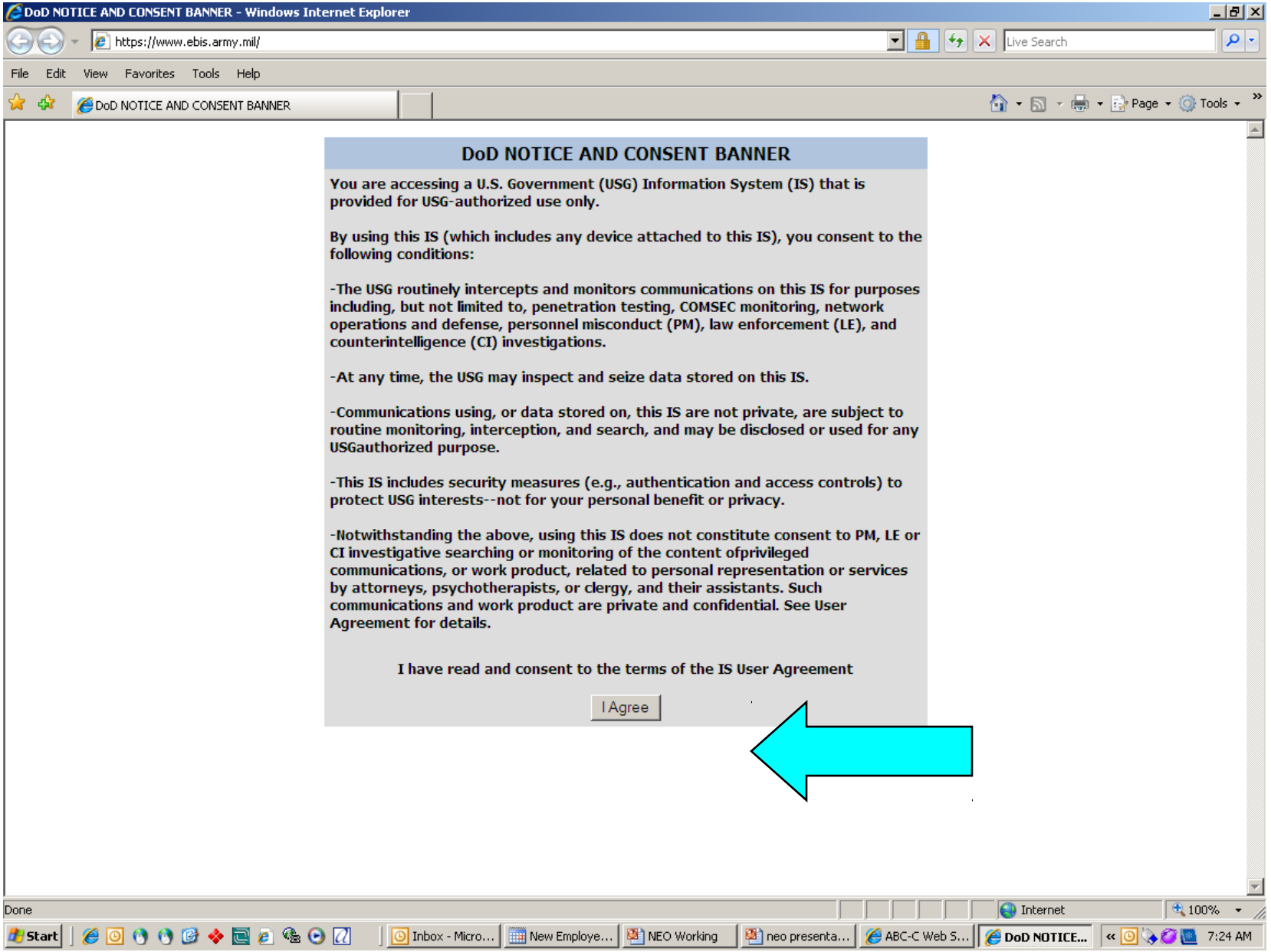
AKO Password:

Ralphy11@@

Login

CAC Employee Login
(Using Common Access Card)

Or log in by CAC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https://www.ebis.army.mil/
Live Search
File Edit View Favorites Tools Help
DoD NOTICE AND CONSENT BANNER
Page Tools
DoD NOTICE AND CONSENT BANNER
You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.
By using this IS (which includes any device attached to this IS), you consent to the following conditions:
-The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
-At any time, the USG may inspect and seize data stored on this IS.
-Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USGauthorized purpose.
-This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
-Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content ofprivileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.
I have read and consent to the terms of the IS User Agreement
I Agree
Done
Internet
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Start
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New Employe...
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ABC-C Web S...
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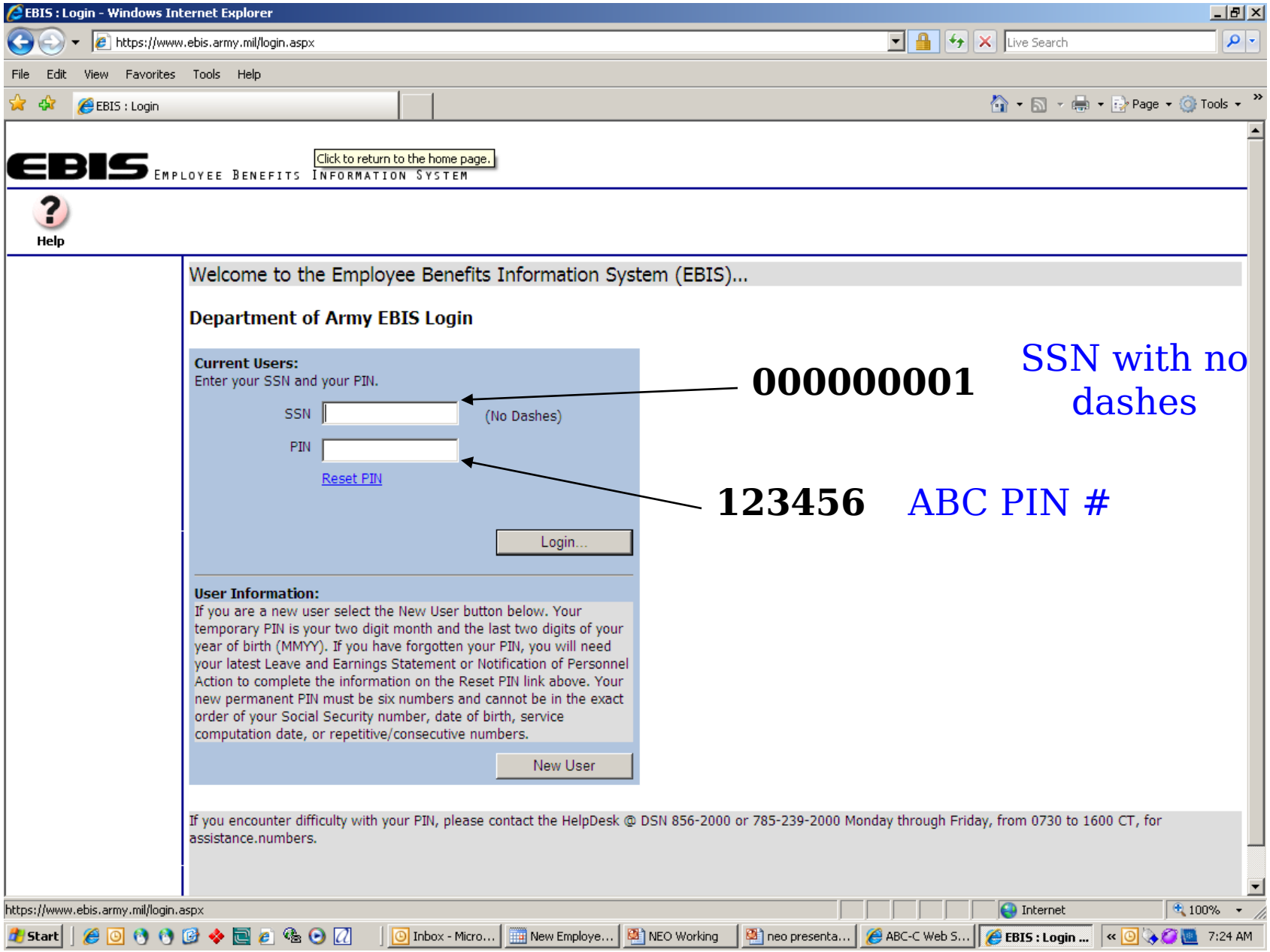
EBIS : Login - Windows Internet Explorer
https://www.ebis.army.mil/login.aspx
Live Search
File Edit View Favorites Tools Help
EBIS : Login
Page Tools
EBIS
EMPLOYEE BENEFITS INFORMATION SYSTEM
Click to return to the home page.
Help
Welcome to the Employee Benefits Information System (EBIS)...
Department of Army EBIS Login
Current Users:
Enter your SSN and your PIN.
SSN
(No Dashes)
PIN
Reset PIN
Login...
User Information:
If you are a new user select the New User button below. Your temporary PIN is your two digit month and the last two digits of your year of birth (MMYY). If you have forgotten your PIN, you will need your latest Leave and Earnings Statement or Notification of Personnel Action to complete the information on the Reset PIN link above. Your new permanent PIN must be six numbers and cannot be in the exact order of your Social Security number, date of birth, service computation date, or repetitive/consecutive numbers.
New User
If you encounter difficulty with your PIN, please contact the HelpDesk @ DSN 856-2000 or 785-239-2000 Monday through Friday, from 0730 to 1600 CT, for assistance.numbers.
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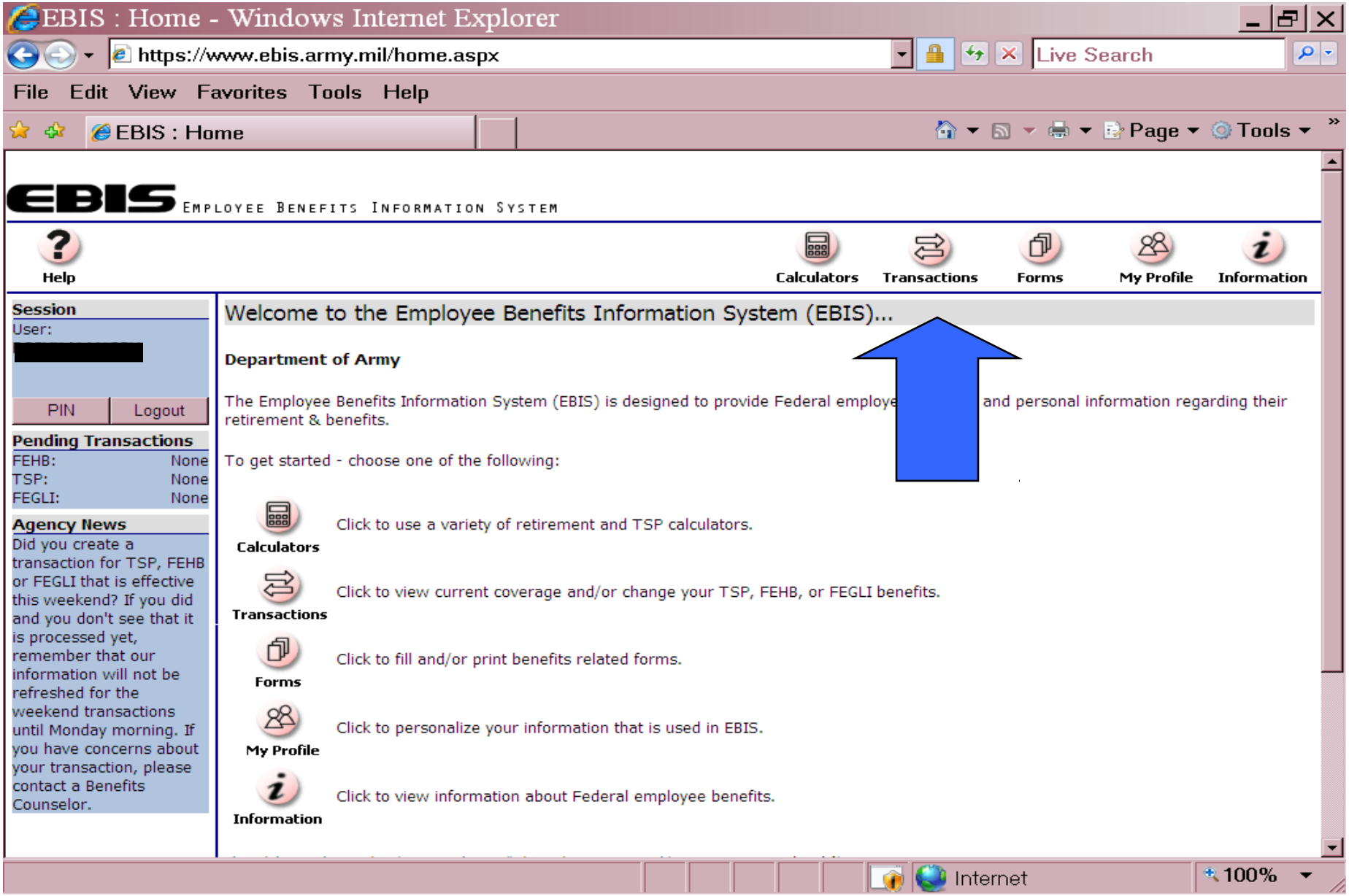
EBIS : Home - Windows Internet Explorer
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EBIS
EMPLOYEE BENEFITS INFORMATION SYSTEM
Help
Calculators
Transactions
Forms
My Profile
Information
Session
User:
[redacted]
PIN
Logout
Pending Transactions
FEHB: None
TSP: None
FEGLI: None
Agency News
Did you create a transaction for TSP, FEHB or FEGLI that is effective this weekend? If you did and you don't see that it is processed yet, remember that our information will not be refreshed for the weekend transactions until Monday morning. If you have concerns about your transaction, please contact a Benefits Counselor.
Welcome to the Employee Benefits Information System (EBIS)...
Department of Army
The Employee Benefits Information System (EBIS) is designed to provide Federal employe and personal information regarding their retirement & benefits.
To get started - choose one of the following:
Calculators
Click to use a variety of retirement and TSP calculators.
Transactions
Click to view current coverage and/or change your TSP, FEHB, or FEGLI benefits.
Forms
Click to fill and/or print benefits related forms.
My Profile
Click to personalize your information that is used in EBIS.
Information
Click to view information about Federal employee benefits.
Internet
100%

FEHB Current Coverage

You are currently not enrolled in FEHB.

Change

FEHB Pending Transaction

You have no pending transactions.

Void

TSP Current Coverage

You are currently contributing to TSP.

Retirement Plan	FERS
Contribution Amount	$0.00
Contribution Percent	5%

Change

TSP Pending Transaction

You have no pending transactions.

Void

FEGLI Current Coverage

All FEGLI amounts and costs are based on your age as of the pay period ending date: 08/19/2006.
Enrollment Code: C0

Coverage Type	Amount of Coverage	Cost Per Pay Period	Multiple Factor

FEGLI Pending Transaction

You have no pending transactions.
If you completed a FEGLI transaction that is effective today there will be no pending transaction.

Interactive Voice Response System (IVRS)

- Automated Self-Service Phone System
- To access call toll free 1-877-276-9287
- TDD: 1-877-276-9833 (Hearing Impaired)
- Requires use of SSN and PIN (initially the PIN is your mm/yy of birth, then you will be prompted to create a 6 digit PIN)
- Available 24 hours a day
- Counselors are available 12 hours per day from 6:00 a.m. – 6:00 p.m. Central Time

Army Benefits Center - Civilian

1-877-276-9287

Initial Options

Select: 1= Army Civilian 2= DCMA Civilian 3= Army Uniformed Services Member	**Select:** 1= Customer Service Survey 2= Access Benefits and Entitlements **Select:** 1= Current or Separated Civilian Employee 2= Retiree or Surviving Spouse 3= Seeking Temporary Continuation of Coverage (FEHB Only)	**To access Benefits and Entitlements:** 1= Enter SSN and PIN 1= Change your PIN 2= Continue 2= Forgot PIN **Current Duty Phone** 1= Correct 2= Change	**Main Menu:** 0= Benefits Counselor 1= FEHB 2= Retirement 3= TSP 4= FEGLI 6= Fax Document 9= Exit System

Menu Information Available after Main Menu Option Selected

1 = FEHB: 1= General Information 2= Personal Information 3= New Employee Election 4= Change from Self and Family to Self Only (without changing plan) 5= Open Season Election 6= Cancel FEHB 7= Non-Open Season Change 8= Fax of latest SF 2809 0= Counselor 9= Previous Menu	**2 = Retirement:** 1= General Information 2= Personal Information 3= Retirement Estimate 0= Counselor 9= Previous Menu	**3 = TSP:** 1= Personal Information 2= TSP Election 4= Stop Contributions 5= TSP Catch-Up Election 0= Counselor 9= Previous Menu	**4 = FEGLI:** 1= General Information 2= Personal Information 3= New Employee Election 4= Non-Open Season Election 5= Open Season Election 6= Fax of Open Season Election 0= Counselor 9= Previous Menu	**6 = Faxed Documents:** 1= Request a Document 2= Index of Documents 9= Previous Menu

Beneficiary Forms

- **Download forms from www.abc.army.mil**
- **FEGLI (Return to CPAC)**
- **Unpaid Compensation (Return to CPAC)**
- **Retirement FERS (Return to CPAC)**
- **TSP (Mail Directly to**

Important Timelines

- **Health Insurance - 60 days**
- **Life Insurance - 60 days**
- **Dental and Vision Insurance - 60 days**
- **Flexible Spending Account - 60 days**
- **Long Term Care Insurance - 60 days**
- **Thrift Saving Plan - anytime**

Refer to Checklist Handout

Questions

Civilian Payroll

- **1st Pay**
- **Direct Deposit Forms and W-4**
- **Leave Transfer**
- **How do I register to get an account in my pay?**
- **Go to: https://mypay.dfas.mil.**

  For up to date pay information and maintenance including:

Leave and Earnings Statements (LES)

Allotments

Address Changes

Direct Deposit

Tax Withholdings

Civilian Pay Tables at www.opm.gov